



AGENDA FOR THE CITY OF BARABOO PUBLIC SAFETY COMMITTEE

Members noticed must notify Committee Chairman Wedekind at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Monday, April 13, 2020 – **1:00 P.M.**

Location: City Services Center – 450 Roundhouse Court, Baraboo, WI

Members Noticed: Phil Wedekind, Tom Kolb, Michael Plautz

Others Noticed: Administrator K. Downing, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, Attorney E. Truman, City Engineer T. Pinion, Utility Superintendent W. Peterson, Street Superintendent T. Gilman, Darren Hornby, and Library.

Remote participation at this meeting is allowed and encouraged. Committee members and the public wanting to participate remotely must dial:

Conference Call No: +1 414 662 3639 Conference Code No: 407 148 119#

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of February 24, 2020 Public Safety Committee meeting.

2. Action Items

- a. Consider proposed revision to the Financial Hardship repayment provision for Special Assessments.
- b. Recommend levying Special Assessments in accordance with the Sidewalk Policy for new sidewalk on Tuttle Street, 9th Street, and 13th Avenue that will be installed as part of the 2020 Street Improvements.
- c. Review Bid Tabulations for 2020 Street Improvement Projects and recommend award of contracts.
- d. Review Proposal for Noxious Weeds & Rank Growth Proposal and recommend award of contract.
- e. Review STH 136 Median Mowing Proposals and recommend award of contract.
- f. Review Proposals for Storm Water Quality Management Plan Update and recommend award of contract.
- g. Review Proposals for Asbestos Testing and Sampling, for the former Ringling Manor – St Mary's Hospital at 1208 Oak Street, and recommend award of contract.
- h. Consider Alliant Energy's request for a 12-foot wide utility easement on City-owned land immediately north of the northerly right-of-way of 2nd Avenue adjacent to Lower Ochsner Park.

- i. Consider request from Carsen Nachreiner for a 2nd Driveway at the duplex he owns at 331 Martin Street.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2020.

3. Information Items

4. Reports

- a. Utility Superintendent's Report
 - i. Staffing updates
 - ii. Project updates
 - iii. Audit Summary
- b. Street Superintendent's Report
 - i. Staffing updates
 - ii. Activity Report
 - iii. Project updates
- c. Police Chief's Report
 - i. Update on COVID 19 police response
 - ii. Staffing Update
 - iii. Case/ Response Update
- d. Fire Chief's Report
 - i. Fire Department Operations
 - ii. Monthly Report
 - iii. New Burning Ordinance – update on compliance

5. Adjournment

Phil Wedekind, Chairperson

Agenda Prepared by Kris Jackson
Agenda Posted by Kris Jackson on April 06, 2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (101 South Blvd or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, NOT TO BE PUBLISHED

Minutes of the Public Safety Committee Meeting – February 24, 2020

Members Present: Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Kennie Downing, Emily Truman, Mark Schauf, Kevin Stieve, Tom Pinion, Wade Peterson, and Tony Gilman.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the January 27, 2020 meeting. Motion carried unanimously.

New Business

- a. Review Bid Tabulations for 2020 PW Projects and recommend award of contracts – Pinion presented the bid tabulation for the six proposals. He recommends all contracts be awarded to the low bidder. It was moved by Kolb, seconded by Wedekind to accept the low bid on all six proposals. Motion carried unanimously.
- b. Review Proposals for Concrete Grinding and recommend award of contract – It was moved by Kolb, seconded by Wedekind to accept the low proposal on the Concrete Grinding and Concrete Leveling. Motion carried unanimously.
- c. Review Proposals for Concrete Leveling and recommend award of contract – See Concrete Grinding above.
- d. Review and approve design and placement of new Wayfinding Signs – Pinion presented the background to Committee. He said that the Chamber is proposing to remove all existing wayfinding signage and provide 30 new signs, 17 of which would be located within the City. He said that because these signs are not official traffic signs, the Committee's approval is necessary for the signs to be placed in the public right-of-way. It was moved by Kolb, seconded by Wedekind to approve the design and placement of new Wayfinding Signs. Motion carried unanimously.
- e. Review and recommend adopting certain Sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances – Chief Schauf said that when police are investigating incidents, they can take enforcement as an ordinance violation, which is the City Code, or they can take enforcement under criminal statutes. He said that the burden for proof for criminal is beyond a reasonable doubt and that sometimes can be difficult to achieve, whereas, for a City ordinance violation the burden of proof is clear and convincing. He said by having these offenses added to the City Code would give the department the ability to charge some of these offenses as ordinance violations without having the higher burden of proof. He said additionally, one of the options that this provides is the ability to keep kids and/or first time offenders out of the criminal justice system, but hold them accountable by issuing charges appropriately, and it would then be handled by the City Attorney's office, who then has a number of options through the prosecution that they can handle. He said it this could be a way to hold a first time offender accountable, but not have them put into the criminal system as an offender. He said that the Statutes that are in the packet and being recommended for adoption by the Code are offenses that the police department commonly deals. It was stated that these offenses would all be under forfeitures and be at the discretion of the officer. Discussion then took place regarding non-payment of forfeitures. It was moved by Kolb, seconded by Wedekind to recommend adopting certain sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin state Statutes as presented. Motion carried unanimously.
- f. Review and recommend approval of a Memorandum of Understanding for Mutual Aid and Fire suppression services between the Baraboo Fire Department and the Wisconsin Department of Natural Resources for compensation for fishing forest fires or prescribed burn assistance – Kevin Stieve presented the information to the Committee. He said that the City of Attorney as reviewed this and feels comfortable with it. It was moved by Kolb, seconded by Wedekind to recommend approve of MOU between the Baraboo Fire Department of the Wisconsin DNR as presented. Motion carried unanimously.
- g. Review and recommendation to proceed with acquisition and or demolition of the former St. Mary's Ringling Memorial Hospital at 1208 Oak Street – Pinion presented the background stating that this property has been a thorn for the Police Department and the City for several years. He said that there is money in the 2020 budget to take care of this public nuisance. He said that there are many steps to go through and is not sure that it will be done in this calendar year. He said that with the Council's blessing, the City would begin the process. It was moved Kolb, seconded by Wedekind to recommend proceeding with the acquisition and/or demolition of the property at 1208 Oak Street. Motion carried unanimously.

- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report
- i. Staffing updates – Peterson said it is being advertised at this time for a Water Crewman, taking applications until March 3.
 - ii. Project updates – Peterson said that water/sewer river syphon project by the old pump house has started. He said some water mains were laid last week, and they plan to start the directional drill next week.
- b. Street Superintendent's Report
- i. Staffing updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
 - ii. Equipment updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
 - iii. Projects updates – Pinion said that they are the streets that are included in this year's budget. Mound Street from Elizabeth to Remington; Tuttle Street from 9th to 10th; half of Lincoln, from 2nd to 3rd; far north of Elizabeth Street is our half ; 1-1/2 block of 13th Avenue, which the City will continue sidewalk; and new sidewalk on the one block of Tuttle Street.
- b. Police Chief's Report
- i. Staffing updates – Schauf said that the department has one officer in field training at this time. He said there are two vacancies and interviews were conducted with Police & Fire Commission on February 8, background checks are being done now. He said that he is anticipating at least one retirement, maybe this year, or the start of next year.
 - ii. 2019 Annual Report – Schauf said there is a lot of information in the report such as use of force, number of calls, etc. He encouraged the Committee to review the report and confer with him for questions.
- c. Fire Chief's Report – Stieve gave the committee a couple of handouts to review. He said the handouts shows staffing, updates on the Fire Department Operation Study. He asked the Committee to come to him with any questions after reviewing.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:35 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

MEMORANDUM

City of Baraboo

Date: April 03, 2020
To: Public Safety Committee
From: Tom Pinion
Re: Background for the April 13th meeting @ **1:00 pm** – City Services Center

ACTION ITEMS:

Item A. The City of Baraboo has a Sidewalk Policy, which is an appendix to Chapter 8 of the City Ordinances. The Policy contains financial provisions for the payment of special assessments for new sidewalk, including a provision for financial hardship. In February, 2019, the Public Safety Committee reviewed this specific hardship provision and recommended it be revised; however, an Ordinance approving their recommendation has yet to be considered by the Council. The original Policy required a \$100 payment per year regardless of the total amount of the assessment. The proposed revision from Feb. 2019 required a \$100 payment or 3.5% of the cost, whichever was greater. The previously proposed 3.5% equates to a 28-1/2 year payback. Staff is recommending a payment of \$100 per year or 5% of the cost, whichever is greater. The proposed 5% equates to a 20-year payback, which is more consistent with the life expectancy of concrete sidewalk.

Item B. As part of the street reconstruction projects planned for 2020, new sidewalk is planned on the east side of Tuttle Street, between 9th and 10th Streets. That block of Tuttle has a narrow (49.5-foot) right-of-way so there is not room to put a sidewalk on the west side. To avoid having this block be an isolated block of new sidewalk with no connection to any other sidewalk, new sidewalk will be installed on the north side of 9th Street from Tuttle street west 270 feet to connect to the existing sidewalk. 13TH Avenue from Amundson to Birch is also slated for reconstruction this year. New sidewalk is planned on both sides of the street in accordance with the Sidewalk Policy. I have included a map in the packet showing these locations.

Item C. We have the Bid Opening for the 2020 Street Improvements project on April 8th so the Bid Tabulations will be provided at the meeting. Staff will be recommending approval to award contracts to the respective low bidders.

Items D and E. On March 12, staff reviewed Proposals for Noxious Weeds & Rank Growth Vegetation and STH 136 Median Mowing. These Proposal Tabulations are included in the packet. Staff is recommending approval to award contracts to the respective low “bidders”.

Item F. Please refer to the Background portion of the Resolution included in the Agenda Packet.

Item G. Since the City Council has directed staff to arrange for the demolition of the building at 1208 Oak Street, an RFP for Asbestos Inspection and Sampling was prepared and sent to four prospective contractors. Only two Proposal were received and there is a Resolution included in the packet for your consideration.

Item H. The City owns property on the north side of 2nd Avenue adjacent to Lower Ochsner Park. Alliant Energy has requested a 12-foot wide strip of land along the northerly right-of-way of 2nd Avenue so they can replace their existing natural gas lines, which are currently suspended from the bridges. The proposed easement document will be presented at a future Council meeting for approval but the location map of the proposed easement is included in the packet.

Item I. Carsen Nachreiner, the owner of the existing duplex on the northwest corner of Martin St and Cherry Ln, at 331 Martin Street, has requested for a 2nd Driveway. Mr. Nachreiner provided the site plan that is included in the packet. Here is a google earth street view photo from the north side of the property looking south on Cherry Lane. I have a concern with the proposed 2nd driveway's proximity to the intersection. If a second driveway is approved, I suggest both driveways comply with the City's driveway regulations, specifically the requirement for hard surfacing and the maximum width of 24 feet at the curb for a residential driveway.



Item J. This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for March 2020 are included in the packet.

INFORMATION ITEMS: None

See you Monday at **1:00 PM !**

Ordinance _____

The City of Baraboo, Wisconsin

<p>Background: The City of Baraboo has a Sidewalk Policy, which is an appendix to Chapter 8 of the City Ordinances. The Policy contains financial provisions for the payment of special assessments for new sidewalk, including a provision for financial hardship. In February, 2019, the Public Safety Committee reviewed this specific hardship provision and recommended it be revised; however, an Ordinance approving their recommendation has yet to be considered by the Council.</p> <p>Following is the recommended revision that was affirmed by the Public Safety Committee at their April 13th meeting.</p>
<p>Fiscal Note: [x] Not Required [] Budgeted Expenditure [] Not Budgeted</p> <p>Comments:</p>

The amendment of the Sidewalk Policy, an addendum to Chapter 8 of the Municipal Code, within the Municipal Code of the City of Baraboo.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

- 1. Appendix to Chapter VIII - City of Baraboo Sidewalk Policy of the Municipal Code of the City of Baraboo is hereby amended to read as follows:

APPENDIX TO CHAPTER VIII - City of Baraboo Sidewalk Policy
Revised ~~September 2017~~ April 2020

***Purpose.** This policy is intended to establish guidelines for the installation of new sidewalks and the replacement of existing sidewalks in the City of Baraboo and to document the methodology to be used to assess the costs associated with new sidewalk construction to the abutting property owner.*

Except as otherwise stated in this policy it is the goal of the City to have curb, gutter, and sidewalks,, on all existing and future streets for the benefit of the health, safety, and welfare of the citizens. Recognizing that neighborhoods change over time, the intent of this Policy is to promote safety, sociability, community, connectivity, and equilibrium throughout the City. The City of Baraboo is designated as an eco-municipality and as such, is committed to being a walkable community.

Procedure - New Sidewalk Installation. New sidewalk installation shall be coordinated by the City Engineer as directed by the Public Safety Committee and/or City Council. Locations for new sidewalk that will be installed entirely independent of any street construction work shall generally conform to the City’s 1999 Sidewalk Planning Study unless special circumstances exist as determined by the Public Safety Committee. New sidewalk projects should be planned for street segments that are ranked in the top 25% of segments that do not have sidewalk and adjacent segments on a particular street should be grouped together rather than adhere to the strict priority ranking from the 1999 Study.

In addition, new sidewalk shall also be installed along streets that are reconstructed where no sidewalk previously existed unless special circumstances exist as determined by the Public Safety Committee.

Notices shall be mailed to property owners along streets slated to receive new sidewalk. This notice shall serve to notify the property owner that sidewalk will be installed and that assessments shall be levied against abutting properties. Special Assessment procedures shall conform to City Ordinances and applicable State Statutes.

As provided by City Ordinance, the abutting property owner has the option of installing their own sidewalk or hiring their own contractor to install sidewalk along their property. Any property owner choosing to install their own sidewalk or hire their own contractor must sign an agreement with the City establishing the guidelines for construction. Any property owner choosing to install their own sidewalk or hire their own contractor assumes full responsibility for all costs associated with the sidewalk installation with the exception of the credit available to the property for additional costs for special provisions.

City Owned Property. Whenever sidewalks are constructed on a street, all city owned parcels contiguous to the project will have sidewalk installed.

Building Construction. Sidewalks must be installed prior to an occupancy permit being issued for all new building construction and when there have been improvements to an existing building by 50% or more of the current or equalized value for the structure. Structures receiving occupancy permits between November 1st and May 30th of the following year shall be required to have sidewalks installed by the following June 30th.

New Subdivisions. Sidewalks shall be installed as provided in the Subdivider's Agreement.

Subdivider agrees to construct and install, at Subdivider's sole expense, all required sidewalks in accordance with the City's sidewalk standards and specifications. Sidewalks shall be constructed on both sides of each street within the Subdivision. All sidewalk construction within the Subdivision must be completed within three years of the date of the recording of the final plat of the Subdivision or the date of the execution of this Agreement, whichever occurs first. In all cases, sidewalks must be constructed for each individual lot within the Subdivision before an occupancy permit will be issued for said lot and in all cases all sidewalks within the Subdivision shall be completed within the three-year period stated herein. Subdivider agrees that upon completion of the sidewalk construction in accordance with this Agreement, Subdivider shall formally notify the City Building Inspector and request an inspection thereof. Upon such notification, the City Building Inspector shall make an inspection of the completed sidewalk. All sidewalks in the Subdivision shall be subject to acceptance of ownership and dedication and to the letter of credit provisions.

Procedure—Sidewalk Replacement. As provided by City Ordinance existing sidewalks in the City shall be inspected at least once every eight years. The City is divided into districts to facilitate the orderly inspection and repair of sidewalks.

As a guideline, it is the City's goal to endeavor to replace sidewalks if there are cracked or broken stones, spalled surface conditions, ponding or icing conditions or settling or heaving so as to cause a differential in joint elevation of 3/4 inch from one stone to the next.

Sidewalks required to be replaced will be marked by City Engineering Department staff.

Sidewalks marked for replacement shall be completely removed and replaced or repaired as deemed appropriate by the City Engineer.

Design Standards. Sidewalks shall be 5' wide and constructed of concrete in accordance with the City Specifications for Concrete Sidewalks as adopted by the Public Works Department. Sidewalks shall typically be installed on street right-of-way six inches from the property line. The sidewalk specifications for a particular project may require the removal of trees and landscaping encroachments; however, recognizing the City's Tree City USA designation, special effort will be made to save mature trees that are in very good or excellent condition. In situations where building encroachments or significant tree growth or other special circumstances exist, the sidewalk may be installed further from the property line and the width may be reduced to 4'. An effort shall be made so that both the width and alignment generally conform to other sidewalks in the area.

Sidewalks shall be installed through driveway sections to provide a uniform walking section and appearance.

Certain sidewalk projects may require the construction of walls and other improvements.

The City Engineer shall be notified and an inspection performed prior to pouring the sidewalk to approve the sidewalk location, grade line and forming.

Assessment of Costs. Costs for new sidewalk construction shall be assessed against abutting properties on a front foot basis. The assessed costs shall be calculated by combining the concrete costs with costs for clearing and grubbing of trees and brush, excavation and preparation of the grade, sub-base material, and turf restoration. This combined cost will be calculated on a square foot basis which will be multiplied by the sidewalk width to determine the front foot assessment cost.

Driveway restoration as required due to the installation will not be assessed provided the driveways are restored using similar materials to those existing prior to sidewalk installation. Enlargements or upgrades to the existing driveways shall be assessed at cost.

Carriage walks will be replaced at the owners request and will not be assessed against the abutting property provided the carriage walk is restored using similar materials to those existing prior to its removal. Enlargements or upgrades to the carriage walks shall be assessed at cost. A carriage walk is defined as a sidewalk located in the right-of-way, perpendicular to the street, between the curb and the sidewalk, but excludes curb ramps or sidewalks located at an intersection.

Additional Costs for Special Provisions. The hilly terrain in the City of Baraboo often requires that retaining walls, steps or other special provisions be constructed as a part of the sidewalk installation. To protect the property owner against the high cost of these special provisions, the City of Baraboo agrees to limit the total cost of the special assessment for sidewalk against any single property to 1.75 times the cost of the total sidewalk assessment for the parcel.

In the event that the property owner chooses to install the sidewalk and special conditions exist such as retaining wall construction, the property owner is eligible for a credit to apply against the cost of this added construction. The credit is calculated by multiplying the cost of the sidewalk assessment for the parcel (had the City completed the work) by 1.75 and subtracting from that the cost of the sidewalk assessment (had the City completed the work). Retaining wall materials and construction shall be approved by the City Engineer.

Large Lot Adjustment. For large lots in the City zoned for single family or two family residential the additional costs for special provisions as described above shall be limited to 1.75 times the cost of sidewalk for a standard residential lot of 132 feet of frontage. The parcel shall be assessed for the entire frontage for sidewalk construction as described above under assessment of costs. Only the additional costs for special provisions shall be subject to the adjustment described in this paragraph.

Multi-frontage lots will be responsible for all frontages.

Exceptions: The only exception to this Policy shall be in locations where the topography is such that sidewalk construction is not feasible or where the cost to construct sidewalk would be excessive, as determined by the City Engineer.

Excessive Costs. Should the costs of construction exceed three (3) times the cost of the contractors cost for sidewalk reconstruction as determined in the current years maintenance bids, the project will usually be considered to be infeasible to undertake; however, the Council may determine that a project is so important that it may exceed this limit.

Financing. Sidewalk assessments may be paid under one of the following alternatives:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments over \$1,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.

- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Community Development Block Grant for assessments over \$1,000. Applicants must be at 80% or less of median income for Sauk County and meet program qualifications. Funds are subject to availability. Application must be made to Community Development Authority and verification of application must be delivered to City Treasurer within 30 days of date of invoice. Interest will be waived during application process.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$100 per year or 5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed current year State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

Ownership Adjacent To Town Parcels. When a landowner owns land adjacent to town parcels and has a driveway that enters the street going to the town parcel the property owner will be required to place sidewalk along the frontage of the street to a point that will access the driveway of the owners parcel in question. Where there is no driveway it shall be at the discretion of the council where the sidewalk shall end.

Three-Sided Lots. In those areas where new sidewalks are to be installed, if a sidewalk is to be installed on a lot, which has frontage on three sides, the property owner will be responsible for the street in front of the house and to the side of that frontage. The City will pay for the initial sidewalk construction on the street that would be to the rear of the house. Future maintenance of all sidewalks shall be the responsibility of the property owner.

2. The amended ordinance and Policy shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on April ___, 2020 and is recorded on page ____ of Volume ____.

City Clerk: _____

The City of Baraboo, Wisconsin

Background: As part of the 2020 budget, new sidewalk construction is planned where no sidewalk currently exists for the following locations:

- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
- North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
- 13th Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.

The City's policies dictate that the cost of new sidewalk and/or curb & gutter be assessed against abutting properties.

The following Resolution is the first step in the Statutory process to assess the cost of these new improvements against the benefitting properties.

Fiscal Note: (check one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2020 Street Improvements.
2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

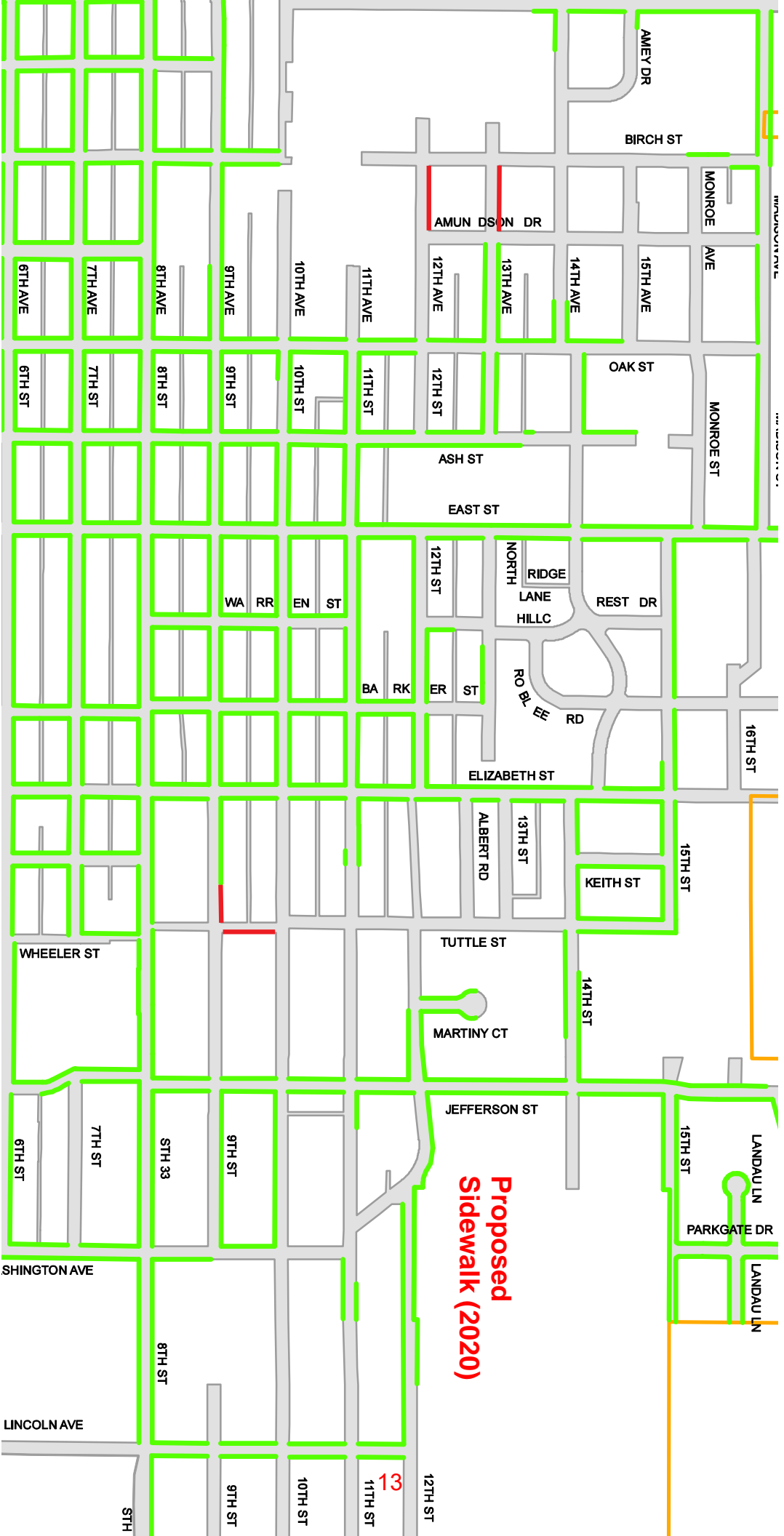
- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
 - North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
 - 13th Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.
3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
 4. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
 5. The City Engineer shall prepare a report which shall consist of:
 - (A) Final plans and specifications for the improvements.
 - (B) An estimate of the entire cost of the proposed improvements.
 - (C) A schedule of proposed assessments.
 6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.

7. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
8. The hearing shall be held in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 on May 12th, 2020 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

EXISTING SIDEWALK



Proposed
Sidewalk (2020)

2020 State Rd 136 Median Mowing Proposals
March 12, 2020

Company	Price Per Mowing	Labor (\$/hr) for trimming or weeding
Top 2 Bottom	\$55.00	\$30.00
Sunrise Property Care	\$60.00	\$40.00
Landscape Logiq LLC	\$300.00	\$55.00

2020 Mowing Proposals
Noxious Weeds & Rank Growth Vegetation
March 12, 2020

	Company	Sunrise Property Care (Price / Sq Ft)	Landscape Logiq, LLC (Price / Sq Ft)
Improved Lot	Mowing 12" Weeds or Rank Growth	\$0.01	\$0.03
	Mowing 12" Weeds or Rank Growth w/collection	\$0.02	\$0.05
Vacant Property	Mowing 12" Weeds or Rank Growth (< 0.5 acres)	\$0.01	0.010
	Mowing 12" Weeds or Rank Growth w/collection (< 0.5 acres)	\$0.05	\$0.015
	Mowing 12" Weeds or Rank Growth (> 0.5 acres)	\$0.008	0.010
	Mowing 12" Weeds or Rank Growth w/collection (> 0.5 acres)	\$0.05	\$0.015
	Chemical Application	\$0.04	\$0.10
	Minimum Charge	\$40.00	\$40.00

The City of Baraboo, Wisconsin

Background: The City last updated its Stormwater Quality Management (“Master”) Plan in 2007. That plan had only a target of meeting the 2013 goal of 40% TSS reduction for its Municipal Separate Storm Sewer System (MS4).

The recent development of the Wisconsin River Basin (WRB) Total Maximum Daily Load (TMDL) has identified total suspended solids (TSS) and phosphorus (TP) as pollutants of concern causing impairments to the Wisconsin River. The City has received the new waste load allocations (WLAs) for these pollutants of concern as part of the recently renewed General Permit for MS4 Communities to Discharge Stormwater to waters of the state – WPDES Permit No. WI-S050075-3.

The first step toward complying with these new permit requirements is to contract with an engineering firm to update the Stormwater Quality Management Plan to determine the most practical and economic ways to reduce the pollutants from stormwater discharges. The 2020 Stormwater Utility Budget includes funding for this Plan update.

To help defray the cost of the stormwater plan update, the City applied for an Urban Non-Point Source Stormwater Planning Grant in 2019. The Wisconsin Department of Natural Resources (WDNR) subsequently awarded the City a \$31,000 grant to update the SWQM Plan. (The total project budget was estimated at \$88,000.)

In February, an RFP was issued to seven consultants; however, only two Proposals were received. Following is a summary of the Estimated Fees to Update the Stormwater Quality Management Plan:

- MSA \$75,536
- SEH \$88,771

After reviewing the Proposals, staff agreed that MSA would best meet our needs and recommend awarding a contract accordingly.

The Public Safety Committee reviewed this matter at their April 13th meeting and unanimously recommended approval to contract with MSA.

Fiscal Note: (✓ one) [] Not Required [X] Budgeted Expenditure [] Not Budgeted

Comments: Within budget projections.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

To approve the contract with MSA for Engineering Services to Update the City’s Stormwater Quality Management Plan for an estimated fee of \$75,536.

Offered by: Public Safety Committee

Motion:

Second:

Approved: _____

Attest: _____

NBR –

RESOLUTION NO. 2019 -

Dated: April 14, 2020

The City of Baraboo, Wisconsin

Background: An RFP was recently issued for asbestos inspection and sampling and lead paint sampling in former Ringling-St. Mary's Hospital building at 1208 Oak Street. It was sent to four firms and following is a summary of the two Proposals that were received.

Badger Environmental Services, LLC	\$2,200
A&A Environmental	\$3,455

This matter was reviewed by the Public Safety Committee at their April 13th meeting and there was a unanimous recommendation to approve a contract with Badger Environmental Services, LLC for this project.

Fiscal Note: (✓ one) [] Not Required [X] Budgeted Expenditure [] Not Budgeted
Comments:

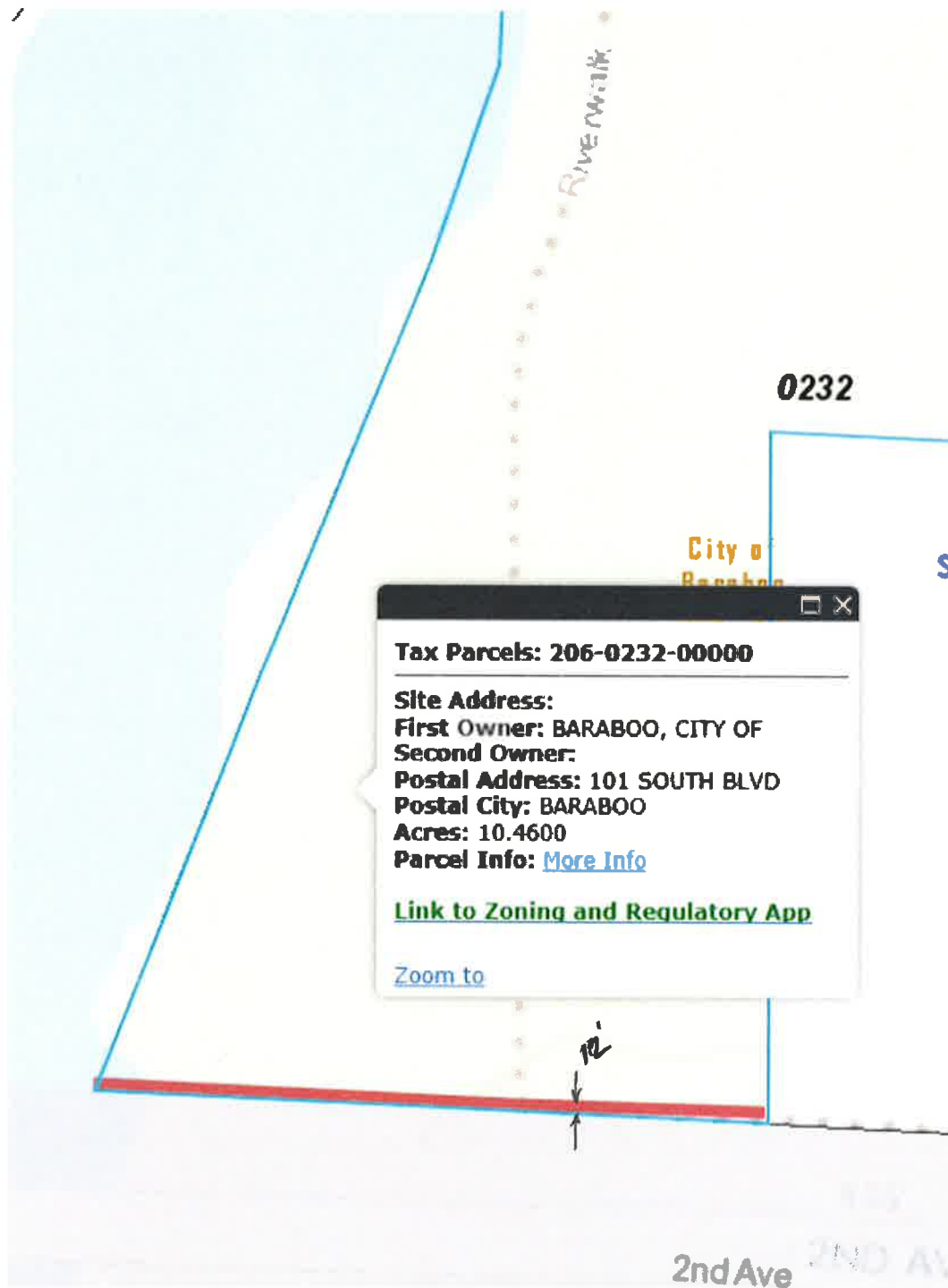
Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

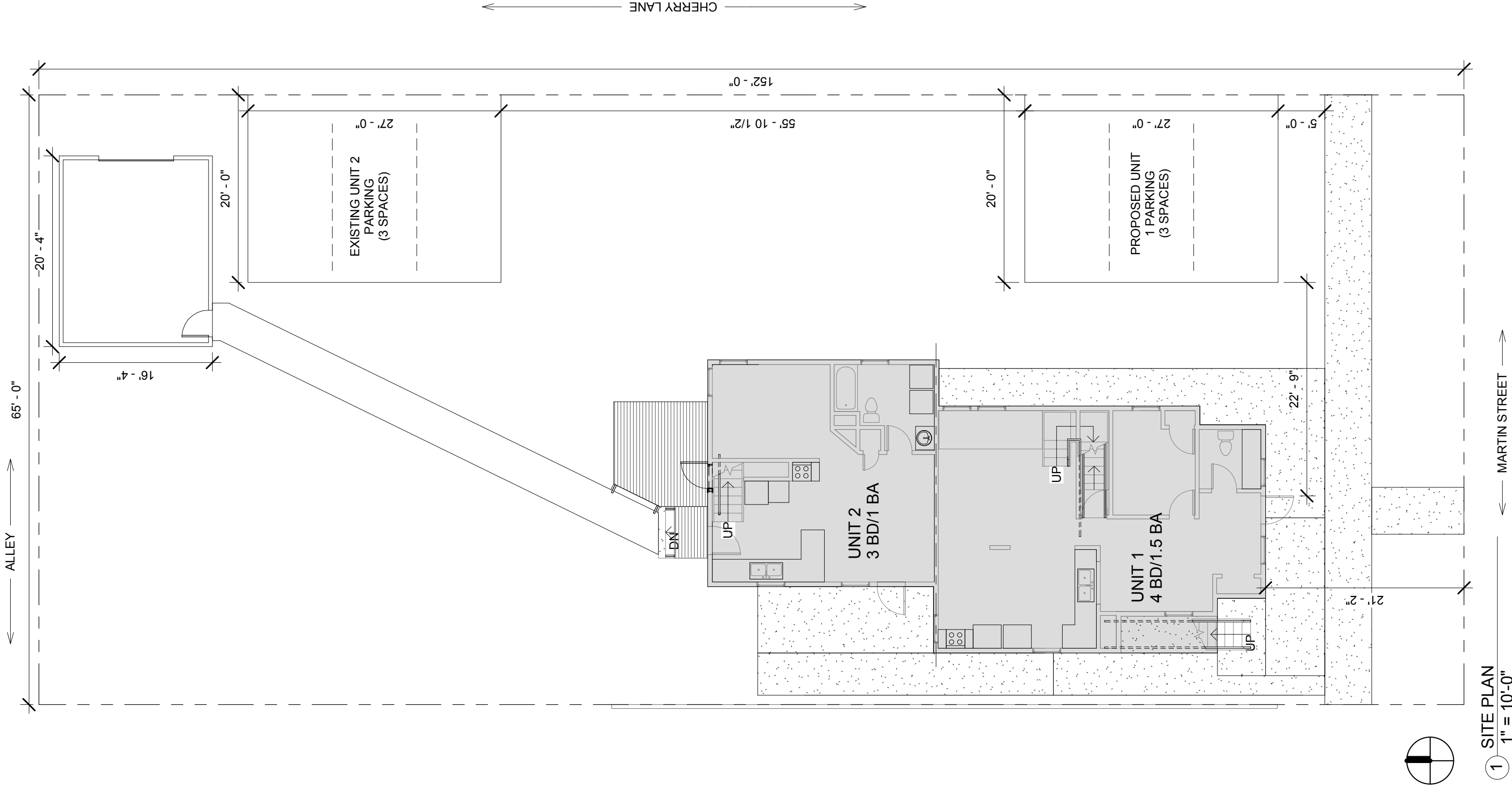
To approve Badger Environmental Services, LLC for asbestos inspection and sampling and lead paint sampling at 1208 Oak Street at an estimated cost of \$2,200.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

ALLIANT'S EASEMENT REQUEST SITE LOCATION MAP





www.autodesk.com/revit

CARSEN NACHREINER

331 MARTIN STREET RENTAL DUPLEX

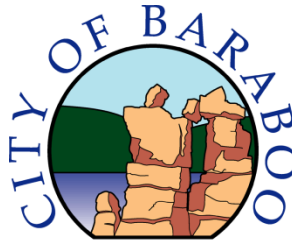
No.	Description	Date

SITE PLAN		
Project number	Project Number	A102
Date	Issue Date	
Drawn by	Author	
Checked by	Checker	
		Scale 1" = 10'-0"

Billing Adjustment

03/25/2020

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	WA CREDIT BULK FILL 1ST QTR 72,175 @ .140	-101.05	WATER - 10
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SE CREDIT BULK FILL 1ST QTR 72,175 @ .402	-290.14	SEWER - 30
Total 03/25/2020:				-391.19	
Total Billing Adjustment:				-391.19	
Grand Totals:				-391.19	



MARCH 2020 STREET DEPARTMENT STATUS REPORT

Staffing Updates

- The Public Works Department welcomed David DeMars to the crew on March 2, 2020. David is a Baraboo resident with many years of experience in fields relating to heavy equipment, utilities, and customer service.

Activity Report

- During the COVID-19 situation, DPW has been operating under a non-typical schedule. We have been splitting the crew into two different shifts to reduce the amount of individuals in a given area at the same time. One staff member is assigned an extra early shift for the sake of sanitizing the City Services Center prior to DPW, Parks, and Utility staff beginning their day.
- We have found task assignment to be an interesting challenge due to the nature of the work that we perform. Many tasks such as brush chipping, leaf cleanup, and pothole patching require a minimum of two staff members' onsite for safety reasons. The challenge is to have enough staff present to safely perform those tasks while still respecting social distancing requirements during this time.
- The mild spring has given us an opportunity to address needed tasks that would normally be affected by street and stormwater related work. Compost/brush site cleanup and our stormwater inventory storage areas have been "put on the back burner" in the past, but are now able to be addressed.
- DPW has been assisting other departments as needed. Please see attached spreadsheet for further information.

Project Updates

- We have an aggressive list of projects slated for the upcoming 2020 construction season with projects ranging from alley reconstructions, retaining wall reconstructions (began the week of 3/30), stormsewer repairs, repairs to deteriorated flow lines in select intersections, "campus" improvements, as well as our annual street maintenance intentions.

Please Stay Healthy and Happy!!
Thank you, The DPW Crew



City of Baraboo
Department of Public Works
Activity Report
March 2020



TASK	DESCRIPTION	DATE
Curbside Trash Service	We provide curbside trash pickup to the residents weekly.	Daily
Curbside Recycling Service	We provide curbside recycling pickup to the residents every other week.	Bi-weekly
Signs and Lights	We perform maintenance/repairs on signage, traffic lights, and street lights. We also provide signage and detours on work performed in house.	Daily
Street Sweeping	We were able to send out 2 or 3 sweepers every work day in March. All streets have been swept twice, all parking lots once, and all alleys once.	Daily
Vehicle Repair and Maint.	We perform repairs and routine maintenance on our equipment and assist other departments as needed.	Daily
Facility or Equipment Cleaning	We have done some painting and cleaning indoors, and have been dedicating time outside to campus cleanup.	Almost Daily During Month of March
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	10,13,16,17,23,24, 27,30,31
Auction	We, along with Parks and the Utilities, held an auction to sell items that are no longer needed.	23,24,25,26,27
Baraboo Signs	We are renovating the Baraboo welcome signs due to their age and wear. (See Picture)	Rainy Days
Clean Islands and Roundabouts	We cleaned sand and debris from the islands and elevated crosswalks prior to street sweeping season beginning.	6
CVMIC Training	Myself and the Foremen attended leadership training at Baraboo City Hall.	11
Water Utility	We assist the Water/Wastewater Utility with various tasks when the need arises.	11,18,31
Parks Department/ Forestry	We assisted the Parks Department with building construction at Pierce park, and the Forestry Department with tree removal/trimming.	3,4,5,6,9,10,11,12, 13,16,17
Fire Dept.	We assisted the Fire Department with a masonry project and some minor electrical projects.	12,19
CDA	We assisted CDA with some necessary tree removals.	16,17



BEFORE



CLOSE-UP OF WEAR



AFTER



BARABOO FIRE DEPARTMENT

Date: April 6, 2020
To: Public Safety Committee Members
CC: Mayor Palm and City Administrator Downing
From: Kevin G. Stieve, Fire Chief
RE: April 13 Public Safety Committee Fire Chief's Report

I will be including a report in the Common Council Meeting Information on what activities the Emergency Management Group has been doing in response to the COVID-19 Pandemic.

Fire Department Operations

As far as the fire department, the following is taking place:

1. An operations plan has been created for personnel to follow when responding to incident calls to enhance protection and lessen exposure.
2. Career Staff have been working 12 hour days and are assigned all of the low acuity incident responses to limit exposure of fire department personnel.
3. 12 hour shifts have been created for the hours of 6:00 p.m. to 6:00 a.m. for the Paid-per-Call Staff to sign up for. Weekend shifts are broken into 12 hour blocks as well. A free online scheduling application was found by Asst. Chief Willer and has been used for scheduling people. It has worked great and fire personnel are stepping up and filling those shifts.
4. Fire personnel are compensated for these shifts
5. We have also had a few Paid-per-Call Staff come in during the day to work at the station and be available for incident responses.
6. All of our group training has been put on hold to comply with the Governor's Stay at Home Order. Asst. Chief Willer is finalizing a web based training program for our fire personnel and should be released shortly.
7. Fire inspection duties have been suspended due to many businesses being closed and to also limit exposure to personnel.
8. The disinfecting of the fire station has been stepped up. A daily morning disinfecting list has been created and completed.

Monthly Report

As part of the upcoming Council Meeting Packet you will receive the monthly report from March for the Fire Department. Incident responses have decreased since the issuance of the Stay at Home Order.

New Burning Ordinance

One thing we have dealt with since the Stay at Home order is educating about the new burning ordinance. With the decent weather, people have been out completing yard work and lighting up leaf piles. Those people have been educated. We have also received telephone inquiries about burning as well. The DNR has suspended burning permits for the unincorporated areas.

An article appeared in the City's Newsletter and the City of Baraboo's Website has been updated with the correct information on the burning ordinance change. We will continue with the educational process using social media and personal contact.

As always, please call or e-mail with questions.